



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME04

A.Y. 2023-2024

TO : ALL ACADEMIC AND ADMINISTRATIVE UNITS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : 2023 BAR EXAMINATIONS

DATE : 17 August 2023

As disseminated through the OVRF Memo No. 04, the University serves as a *Local Testing Center* (LTC) for the *Bar Examinations* this September 2023. The following dates and activities are crucial in ensuring a level of compliance with the indicative requirements from the Supreme Court, particularly on the *exclusivity clause* on the use of UST Manila Campus as *Testing Area*:

Date	Activity	Remarks
Sept 13-14 (Wed-Thu)	INGRESS: The Facilities Management Office (FMO) facilitates the transfer of tables and chairs <i>from</i> identified classrooms of the College of Fine Arts and Design (CFAD) and the College of Architecture (CA) <i>to</i> the identified classrooms of the UST Junior High School (USTJHS), the College of Commerce and Business Administration (CCBA), and the Faculty of Arts and Letters (FAL), as <i>testing venues</i> . The Tan Yan Kee Building will be prepared as <i>headquarters</i> of the Supreme Court officials.	AFFECTED UNITS: <ul style="list-style-type: none">• <i>Affected units</i> include CFAD, CA, USTJHS, CCBA, FAL, and student organizations housed inside the Tan Yan Kee Building.• On Sept 13-16, 18-19, 21-23, 25-26, 2023, the <i>affected academic units</i> are advised to:<ul style="list-style-type: none">a) shift to the <i>Enhanced Virtual Mode of Instruction</i> (EVM) for students and academic staff, or <i>Work from Home</i> (WFH) for Support Staff and officials; andb) consider using the other unused rooms for on-site classes, if applicable. OTHER UNITS: <ul style="list-style-type: none">• On Sept 13-16, 18-19, 21-23, 25-26, 2023, the <i>other academic and administrative units</i> (including Simbahayan, Varsitarian, Center for Campus Ministry, Office for Student Affairs, and Office for Admissions) shall observe their regular class schedules and office operations.
Sept 15 (Fri)	SIMULATION DAY: This day is intended for the <i>final preparation</i> of the Supreme Court and UST Team.	
Sept 16 (Sat) Sept 19 (Tue) Sept 23 (Sat)	PRE-BAR DAYS: These days are intended for the <i>final inspection</i> of rooms and buildings, leading to the <i>sealing of the buildings</i> .	
Sept 25-26 (Mon-Tue)	EGRESS	



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Date	Activity	Remarks
Sept 17 (Sun) Sept 20 (Wed) Sept 24 (Sun)	ACTUAL BAR EXAM DAYS: The middle section of the UST Manila campus (<i>see attached map</i>), which will be declared as <u>controlled area</u> and will be jointly managed by the security personnel of the Supreme Court and the UST Safety and Security Office, includes the following: <ol style="list-style-type: none"> Testing Areas <ol style="list-style-type: none"> Benavides Building St. Raymund Peñafort Building Tan Yan Kee Building: The <i>Headquarters</i> of the Supreme Court Officials; UST Main Building; Miguel de Benavides Library Building; and Health Service Building. 	On Sept 17 & 24, 2023 (Sun), only the following units are allowed to proceed with their operations: <ol style="list-style-type: none"> UST Hospital Carpark IPEA with <i>select</i> student athletes whose activities are limited to the Quadri Pavilion Santísimo Rosario Parish Hotel 1611 Domus Mariae
		On Sept 20, 2023 (Wed), ALL academic and administrative units are affected. Teaching and learning shall be shifted to EVM while support services shall be shifted to its corresponding remote operations.

SPECIFIC REMINDERS FOR TEACHING AND LEARNING AND SUPPORT SERVICES

In consultation with the Office of the Vice Rector for Academic Affairs and the Human Resource Department, the units are reminded to consider the following provisions for *Teaching and Learning* and *Support Services*:

A. TEACHING AND LEARNING

- ENRICHED VIRTUAL MODE OF INSTRUCTION:** When shifting to EVM:
 - Learning Outcomes:** Academic staff shall prepare to modify their previously planned onsite class activities to synchronous or asynchronous online activities, whichever would be more suitable to the *intended learning outcomes* or *competencies*.
 - UST Cloud Campus:** Academic unit officials shall *monitor the engagement* of academic staff and students in the UST Cloud Campus.
 - Services:** *Guidance and Counseling* services as well as *Library* services shall be delivered remotely through the online channels of the concerned offices.
- PROPER COORDINATION WITH FMO:** Academic units whose facilities and equipment will be utilized for the purposes of the Bar Examinations are advised to *closely* coordinate with the FMO for the exact schedule of *ingress* and *egress*.



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3. OPTIONS FOR ACADEMIC UNITS: Affected academic units may opt to:

- a. Instruct only the affected classes to shift to EVM; OR
- b. Rearrange the class schedules on the affected dates so that students may be able to use the remaining facilities for onsite classes while others shift online.

4. ACTION PLAN

- a. **Communication to Students and Academic Staff:** Academic units should clearly communicate the *action plan* to both the students and academic staff, including the General Education (GE) academic staff.
- b. **Anticipated Challenges:**
 - Academic units should be aware that academic staff may experience challenges with onsite and online combinations of classes within a day due to the changes to be implemented in the unit.
 - When this happens, the academic unit is *strongly* advised to provide *in-campus* facilities where teachers may conduct online classes while they are onsite.


B. SUPPORT SERVICES

1. The **concerned** support staff and officials shall observe a **Work-from-Home** (WFH) arrangement.
2. The support staff are reminded to update their work schedule through **USSAP**.
3. When work will be rendered offsite, the accomplished **TDD forms** (Tasks, Deliverables, and Deadlines) are to be submitted to the Human Resource Department via email (hrd.office@ust.edu.ph or hrd@ust.edu.ph).

For reference, please see the attached copy of the campus map and safety protocol.

As the University commits herself to provide unwavering support and guidance to the Supreme Court of the Philippines and the bar takers during the examination days, let us remember the words of Philippians 4:13: "I can do all things through Christ who strengthens me." Just as faith empowers us, our services to the country aim to empower aspiring legal professionals to overcome challenges and excel in their journey towards becoming advocates of justice.

Thank you.


REV. FR. LOUIE R. CORONEL, OP
Secretary-General